

CHAPTER 6 TEMPORARY RECORDS—DESTRUCTION PROCESS

671—6.1(305) Purpose. Temporary state government records that have fulfilled administrative, legal, and fiscal requirements shall be destroyed in accordance with records series retention and disposition schedules established by the state records commission.

671—6.2(305) Form to use. The Disposal Authorization portion of a Notice of Intent to Destroy and Disposal Certificate form shall be used by an agency to authorize the destruction of a box of records when it has reached its destruction eligibility date, the extension of the destruction eligibility date of a box of records, or the permanent removal of a file or box of records from the state records center in lieu of destruction. The Disposal Certificate portion of a Notice of Intent to Destroy and Disposal Certificate form shall be used by the state archives and records bureau to certify the actual destruction of a box of records, the extension of the destruction eligibility date of a box of records, or the permanent removal of a file or box of records from the state records center in lieu of destruction.

671—6.3(305) State archives and records bureau responsibility.

6.3(1) The state archives and records bureau shall maintain an accurate inventory of each box of records in the state records center. For each box of records, the inventory includes the destruction eligibility date as established by the records series retention and disposition schedules approved by the state records commission.

6.3(2) The state archives and records bureau shall generate a Notice of Intent to Destroy and Disposal Certificate form for each box of records eligible for destruction as of January 1 and July 1 of each year.

6.3(3) The state archives and records bureau shall distribute Notice of Intent to Destroy and Disposal Certificate forms to the appropriate agency records officer no later than May 1 prior to each July destruction cycle and no later than November 1 prior to each January destruction cycle.

6.3(4) Following completion of the destruction process, the state archives and records bureau shall sign the “disposal certificate” portion of the Notice of Intent to Destroy and Disposal Certificate form to confirm that all records authorized to be destroyed were destroyed and to confirm that records not authorized to be destroyed have not been destroyed.

6.3(5) In the event an agency head or an agency records officer fails to sign and return a Notice of Intent to Destroy and Disposal Certificate form to the state archives and records bureau by the established deadline, the state archives and records bureau may, at its discretion:

a. Permanently remove to the agency those boxes of records recorded on the Notice of Intent to Destroy and Disposal Certificate form that was not returned;

b. Decline new Records Transfer Authorization forms from that agency until the Notice of Intent to Destroy and Disposal Certificate form is returned; or

c. Bill the agency for the continued storage of the boxes of records recorded on a Notice of Intent to Destroy and Disposal Certificate form, which was not returned, at a rate to be posted in the state records center and on the state records commission’s Web site.

6.3(6) The state archives and records bureau shall destroy records in a secure manner and shall utilize recycling technologies for destruction of records whenever possible.

671—6.4(305) State agency responsibilities.

6.4(1) An agency head or an agency records officer shall review or cause to be reviewed a Notice of Intent to Destroy and Disposal Certificate form to authorize destruction of records or to identify records that need to be held in the state records center for additional time or that need to be permanently removed to the agency in lieu of destruction due to pending legal action, fiscal or audit requirements that remain unfulfilled or due to the agency's renewed administrative need for the record.

6.4(2) After making any necessary annotations in red, an agency head or an agency records officer shall sign the Disposal Authorization portion of the Notice of Intent to Destroy and Disposal Certificate form and return the Notice of Intent to Destroy and Disposal Certificate form to the state archives and records bureau no later than June 30 prior to each July destruction cycle and no later than December 31 prior to each January destruction cycle.

6.4(3) Records for which the state records commission has authorized destruction directly from the agencies shall be destroyed in accordance with records series retention and disposition schedules. The records shall be destroyed in a secure manner using recycling technologies whenever possible, and the destruction shall be documented in a manner designated by each agency head.

671—6.5(305) Procedures. Detailed procedures, including a sample copy of the Notice of Intent to Destroy and Disposal Certificate form, are available in the state records manual.

These rules are intended to implement Iowa Code Supplement chapter 305.

[Filed 5/21/04, Notice 3/17/04—published 6/9/04, effective 7/14/04]